



DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

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FEATURED CONTRACT

FURNITURE – CAFETERIA, DORMITORY, LIBRARY FURNITURE/LIBRARY SHELVING, LOUNGE, MODULAR OFFICE, SCHOOL FURNITURE, SEATING, WOOD DESKS & WOOD CREDENZAS

Commodity: This negotiated state contract features Furniture (Cafeteria, Dormitory, Library Furniture/Library Shelving, Lounge, Modular Office, School Furniture, Seating, Wood Desks & Wood Credenzas).

Type of Contract: These are negotiated state contracts. (***Negotiated means: agencies can negotiate the best price from the listed contract vendors.***) State agencies may purchase from any of the listed contract vendors or state agencies may purchase the item(s) from other than the contract vendor provided they follow the applicable procedures set forth in section 31-71-13 (a), (b), or (c) and the price shall not exceed the negotiated contract price.

These contract features includes various types of furniture that are available for purchase. The dates of these contracts are July 1, 2017 – June 30, 2018.

There are new furniture contracts that have been posted on the Office of Purchasing, Travel, and Fleet Management's, (OPTFM) website. There are currently 102 vendors, who have contracts, that provide a variety of furniture products to meet your needs. These contracts may be viewed on OPTFM's website at the below link and in MAGIC.

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/d-e-f/furniture-cafeteria-dormitory-library-lounge-modular-office-school-furniture-seating-wood-desks-and-wood-credenzas/>

If you have questions regarding the Furniture Contracts, you may contact one of the below Contract Analysts in the Office of Purchasing and Travel.

A-G: Regina Irvin Regina.Irvin@dfa.ms.gov (601) 359-9263

H-N: Steve Tucker Stephen.Tucker@dfa.ms.gov (601) 359-3107

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Spend: During the last period, this contract had total sales of \$14,016,560.05.

Fleet Management

The Bureau of Fleet Management has made available a listing of all known factory recalls for vehicles currently in the state fleet. This listing can be found on our website at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/fleet-management/>. If you have a vehicle that is included in this listing, please make arrangements as soon as possible to have the issue corrected. For additional information, please contact Billy Beard at 601-359-5171 or billy.beard@dfa.ms.gov.



Travel

July 1, 2017 marked the start to a brand new fiscal year and introduced many changes to OPTFM, State of MS Travel, other state agencies, and governing authorities, such as new faces and new laws. Below you will find a few key things to remember when processing travel or utilizing travel cards for your entity.

- Our travel manager, Laurie Pierce, retired from OPTFM. All emails should be sent to travel@dfa.ms.gov or to Symone.bounds@dfa.ms.gov.
- The Trip Optimizer System (TOS) is in full effect and should be utilized by all state agencies under the Bureau of Fleet Management (BFM) purview.
 - If your agency does not have pool vehicles, the TOS still applies to your agency, if it is under BFM purview.
 - If you are utilizing a pool vehicle for the trip, the TOS should not be completed.
 - In order receive a reimbursement, the TOS should be attached or the voucher should reflect the reason why the TOS is not attached.
 - Utilize the TOS for **ALL TRIPS OVER 100 MILES IN A DAY**
 - Only trips over 100 in a day should be placed in the total miles section in the TOS (all other miles should be placed as a line item on the voucher and will be reimbursed at .535 per mile).
 - If a rental car is to be utilized and you must pick up the car a day early, due to situations such as the time that the traveler should be traveling or at the destination, an extra day must be entered into the total days in trip field.

- If passenger pick up is arranged, please be sure to arrange the pickup time at least 2 hours ahead of time. Traveler must live within a 20 mile radius of the nearest rental car location.
- Only input Miscellaneous fees if a personal form of payment will be utilized or a taxi fee is incurred in traveling to the rental location.
- Total miles to rental car location does not have to be doubled. There is a formula embedded within the optimizer that will double those miles.
- The traveler will be reimbursed at .535 per mile each time his/her personal vehicle travels to and from the rental car location.
 - If there has to be a person to drop the traveler off at the rental car location, to drive that employee's car back home, return to the rental car location to pick up the employee, and the employee then returns home, that employee will be reimbursed for both rounds to and from the rental car location.
 - In this instance, the total miles to the rental car location should be doubled because two trips were made to the rental car location.
- The travel voucher has been updated and can be found on our website.
- All FY 2017 travel must be entered in SPAHRS by 8/31/17

Procurement Card

When utilizing your procurement card for authorized purchases, please be sure that all STATE of MS sales taxes are exempt from the transaction.



Per Section 27-65-105(a) of the Mississippi Code of 1972, Annotated, state agencies are exempt from state sales tax. This section provides that sales of tangible personal property or services made to the United State Government, the State of Mississippi and its departments, institutions, counties and municipalities or departments or school districts of said counties and municipalities are exempt from sales taxes. Invoices and/or receipts should be reviewed to ensure that the vendor did not charge sales tax.

If any State of MS sales tax is charged to the account, the cardholder is responsible for obtaining that sales tax back from the vendor. The cardholder should also obtain an itemized receipt from the vendor reflecting that specific credit back to the account. All cardholders that do not obtain a credit back to the account for any State of MS sales tax charged to the account, are personally responsible for paying that sales tax back to their agency.

If you have any other questions about sales tax or any other procurement card related issue, please feel free to contact Symone Bounds at Symone.bounds@dfa.ms.gov or at 601-359-9373.



Want To Find More Minority Contractors?

www.mnbr.org

Our Online Registry Gets You Connected

Mississippi Development Authority's minority and woman-owned business online registry can put you in touch with minority contractors. You can search by geographical location, type of service and products provided or by our easy-to-use alphabetical listing.

What are the benefits of utilizing a minority contractor?

Gain a Competitive Advantage

Minority-Owned companies are in a better position to provide personalized customer service and flexible and innovative solutions to challenges which gives your organization a competitive advantage.

Efficient Utilization of Resources

Increased competition creates cost saving opportunities for consumers. Minority-Owned companies often have low overhead and respond efficiently to the needs of procurement professionals.

Greater Representation and Community Development

Contracting with minority-owned companies has a direct economic impact on entire communities where minority-owned companies have incorporated their businesses.

Start searching online now

Visit www.mnbr.org

For information contact Derek Finley at Mississippi Development Authority at 601.359.2036 or e-mail: dfinley@mississippi.org

MAGPPA NEWS

MAGPPA GRAS 2017 Registration is now OPEN!!! Please join MAGPPA and its membership on the coast for the best fun educational experience for purchasing and property agents at the 2017 MAGPPA Annual Conference and Vendor Show. This year's conference dates are October 15 -18, 2017 with the host hotel located at the Golden Nugget. Rooms can be booked and registration for the week's event, including the golf tournament, can now be paid. Information for members and vendors can be found at <https://www.magppa.org>. This is truly an event that should not be missed!!! So bring your Mardi Gras colors, beads, masks, and parades and join the MAGPPA Executive Board as we LET THE GOOD TIMES ROLL!!! If you have any questions about the events, please feel free to contact the executive board at info@magpaa.com.

